

WASHINGTON SERVICE CENTER  
**VACANCY ANNOUNCEMENT**

**VACANCY IDENTIFICATION NUMBER:** [WA119004](#)

**OPENING DATE:** [Sep 11, 2001](#)

**CLOSING DATE:** [Indefinite](#)

**POSITION:** [OFFICE AUTOMATION CLERK , GS - 0326- 04](#)

**PROMOTION POTENTIAL:** [GS- 07](#)

**SALARY:** [\\$21,623.00 - \\$28,111.00](#)

**THIS IS A** [Career/Career Conditional](#) **POSITION**

**DUTY LOCATION:** [ARLINGTON, VA - MANY vacancies](#)

**EMPLOYING AGENCY:** [NATIONAL SCIENCE FOUNDATION](#)

**APPLICATIONS WILL BE ACCEPTED FROM :** [All Sources](#)

**MAJOR DUTIES:**

The incumbent of this position will be responsible for receiving and screening incoming calls, applying initiative and judgement in the disposition of a wide variety of inquiries via telephone calls and visitors. Maintains control records of incoming correspondence, follows up as necessary to ensure that proper action is taken within prescribed time limits. Types routine correspondence and reports, reviews outgoing correspondence for signatures, grammatical accuracy and makes sure background information is attached. Uses office automation technology to perform a variety of difficult typing and word processing assignments which may include reports, documents, statistical material, letters and memoranda, charts, graphs, etc. Establishes and maintains subject matter files. Assembles and summarizes information from files and documents in the office and other sources for Supervisor's use. Receives requests for information and advises when the material can be furnished and prepares it personally or follows up to see that it has been prepared within specified time frames. Arranges for meetings or conferences which include coordinating mutually agreeable time frames, reserving rooms, notifying participants and preparing needed reports of proceedings.

**QUALIFICATION REQUIREMENTS:**

**Applicants must meet at least one of the qualification requirements described under A, B, C, or D below:**

**A. One year of progressively responsible clerical, office, or other work that demonstrates your ability to acquire the particular knowledge and skills needed to perform the duties of the position,**

**OR**

**B. Completed at least 2 years of study (60 semester hours of 90 quarter hours) above the high**

**school level from an accredited college or university;**

**OR**

**C. Completed at least 2 years of classroom hours (1440 hours) from a business of secretarial school or vocational school;**

**OR**

**D. Combination of education and experience: If you do not qualify based on education or experience alone, you can combine your education and experience by totaling qualifying experience as a percentage of the experience required for the grade level (one year/12 months at 40 hours per week); then determine your education as a percentage of the education required for the grade level (2 years above high school, 60 semester hours/90 quarters hours); then add the two percentages. The total percentage must equal at least 100% to qualify for the GS-4 grade level.**

**Note: You must be able to type 40 words per minute.**

#### **OTHER INFORMATION:**

You must be a United States citizen to apply.

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

#### **BASIS FOR RATING:**

Ratings will be based on responses to the occupational questions in this document. Please follow all instructions carefully. Errors or omissions may affect your score. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

Please note: If a determination is made that you have rated yourself higher than is supported by your description of experience and/or education OR that your application is incomplete, the following process will take place.

After a review of all the experience and training, a single best level reflecting the KSA's of the rating schedule (70, 80, or 90) will be assigned for your total experience including education and/or training. Points for veteran's preference will be added to the basic rating of 70, 80, or 90.

#### **CTAP/ICTAP:**

#### **IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN - CTAP INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN - ICTAP)**

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if they receive a score of 90 or above.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

## **HOW TO APPLY:**

Your application will consist of three components. The first component consists of the occupational questionnaire that you must complete. The second component is your resume. The final component of your application consists of "other" application materials. Examples of these other materials include your college transcripts (if required) and documentation of veteran status (if applicable). Instructions on completing and submitting these items follow.

**APPLICATION MATERIALS MUST BE RECEIVED BY Indefinite . FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION.** Your application materials will not be returned. Do not submit original documents that you may need in the future.

## **STEP ONE:**

### **Complete and Submit the Occupational Questionnaire**

**Submit your answers on-line via the USAJOBS web site.**

1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
2. Click on *On-line Application*
3. Click on "Complete On-line Occupational Questionnaire"
4. Scroll down the on-line application screen until the "Enter Vacancy ID" box appears
5. Enter Vacancy ID [WA119004](#) and click on "Submit" to begin the on-line application

We highly encourage you to complete the Occupational Questionnaire using the on-line method since it is the most efficient way for us to process your responses. If you are unable to submit your responses on-line, refer to the alternatives described under Alternative Methods for Completing Occupational Questionnaire at the end of this announcement.

### **Instructions for answering the questions in the Occupational Questionnaire:**

Please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

You must submit your on-line questionnaire by midnight, Eastern Time, on the closing date of the application.

### **Social Security Number**

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary,

however we can not process your application without it.

### **Vacancy Identification Number**

Enter the Vacancy Identification Number: [WA119004](#)

### **1. Title of Job**

Enter position title: [OFFICE AUTOMATION CLERK](#)

### **2. Biographic Data**

All biographic information is required, except for your telephone number and the contact time.

### **3. E-Mail Address**

### **4. Work Information**

### **5. Employment Availability**

### **6. Citizenship**

Are you a citizen of the United States?

### **7. Background Information**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

### **8. Other Information**

#### **Gender**

This information is collected for statistical purposes only. Select or Darken the circle corresponding to your gender, Male or Female.

Please enter your date of birth. (MM/DD/YYYY)

### **9. Languages**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

### **10. Lowest Grade**

Enter the lowest grade level ([04](#) - [04](#) ) you will accept.

### **11. Miscellaneous Information**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

### **12. Special Knowledge**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

### **13. Test Location**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

### **14. Veteran Preference Claim**

Required. Enter your claim for Veterans' Preference.

### **15. Dates of Active Duty - Military Service**

These dates are required if you have claimed Veterans' Preference unless you have claimed derived Preference (i.e., widows, spouse, etc.)

### **16. Availability Date**

You may omit the availability date if you can begin work immediately. Otherwise, you must provide the date that you will be available for employment.

### **17. Service Computation Date**

### **18. Other Date Information**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

### **19. Job Preference**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

### **20. Occupational Specialties**

Enter at least one occupational specialty code. The specialty code (s) for this position is:

001 NONE

### **21. Geographic Availability**

Enter at least one geographic availability location code. The location code (s) for this position is:

## **22. Transition Assistance Plan**

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary supporting documentation. Refer to the vacancy announcement for additional information and instructions.

## **23. Job Related Experience**

**Years**

**Months**

## **24. Personal Background Information**

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

## **25. Occupational Questions**

1. From the description below, select the ONE statement that most accurately describe the level of education and/or experience you possess.

- A. I have one (1) year of progressively responsible clerical, office, or other work that demonstrates the ability to acquire the particular knowledge, skills and abilities to perform the duties of the position.
- B. I have completed at least two (2) years of study (60 semester hours or 90 quarter hours) above the high school level from an accredited college or university.
- C. I have at least two (2) years of classroom (1440 hours) from a business or secretarial school or vocational school.
- D. I have at least one year of a combination of education and experience.
- E. I do not meet the requirements in any of the above statements.

2. Indicated your level of typing proficiency by choosing the appropriate statement from the list below. Select only ONE response.

- A. I type fewer than 35 words per minute.
- B. I accurately type 35-39 words per minute.
- C. I accurately type 40-49 words per minute.
- D. I accurately type 50-59 words per minute.
- E. I accurately type more than 60 or more words per minute.

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

3. Use word processing software to prepare correspondence and other documents.
4. Retrieve documents and reports stored in personal computer files to modify.
5. Input and retrieve messages on electronic (computer) mail systems.
6. Access electronic bulletin boards utilizing personal computer communications software.
7. Use local area or wide area network to correspondence with other offices or organizations.
8. Establish and maintain subject matter files.
9. Establish and maintain electronic files.
10. Refer callers and visitors to appropriate staff members using screening techniques such as determining nature and importance of call.
11. Personally respond to non-technical inquiries.
12. Review and edit outgoing correspondence for correct grammar, punctuation, spelling and typographical accuracy.
13. Record supervisor's appointments on calendar.
14. Type memoranda, letters, and routine correspondence.
15. Make arrangements for conferences and meetings.

## **STEP TWO:**

Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all of the information requested below:

### **Job Information:**

-Vacancy Identification Number, title and grade(s) for which you are applying.

### **Personal Information:**

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.

- Country of Citizenship.

- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

**STEP THREE:**

Submit other application materials, as necessary.

- If you are using education to qualify, submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.



- Annotate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veterans Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, or Former Peace Corps Appointment.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as: DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

## **HOW TO SUBMIT OTHER MATERIALS:**

When you have completed your resume as requested in Step Two, and assembled the materials requested in Step Three, mail your resume and other application material to:

U.S. Office of Personnel Management  
ATTN: Vacancy Identification Number WA119004

WASHINGTON SERVICE CENTER  
1900 E STREET N W  
ROOM 2469  
WASHINGTON, DC20415

Please indicate on your resume whether you answered the Occupational Questionnaire on the USAJOBS web site, by phone, or via the paper application Form C(OPM Form 1203-FX).

**You may also submit your resume and other application material via fax using the following fax number: (202 )606-0596.**

In accordance with 39 U.S.C. Section 415, applications will not be accepted in postage paid government envelope.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact this OPM service center. If you need accommodation during the hiring process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

## **Alternative Methods for Applying**

1. Submit your answers via telephone(long distance charges may apply):
  - a. Dial **1-478-757-3135**
  - b. Listen and follow the instructions
  - c. Enter Vacancy ID Number: **27119004** (Note: number appears different than elsewhere in this vacancy announcement to enable telephone application system to process your application)

- d. Enter your Social Security Number
- e. Some questions require a yes or no answer. Enter 1 for Yes; 2 for No
- f. Follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire" for the rest of the items. To record your responses to the occupational questions, you must use the numbers on the telephone keypad by selecting 1 for A; 2 for B; 3 for C; 4 for D; 5 for E, etc. When you have finished entering your responses to the questions, you will be given a chance to review and correct your responses.

**OR**

- 2. Submit your answers via paper application Form C (OPM Form 1203-FX): Paper application forms are available to those who are unable to complete the on-line application or telephone application process. Please apply on-line or by telephone, if possible. Using paper application forms may delay the processing of your application.

Print the form from <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>

Note: You can also obtain this form from the Office of Personnel Management (OPM) main web page. The OPM main web page is located at [www.opm.gov](http://www.opm.gov) Management (OPM) Forms; and finally OPM 1203 FX.

**OR**

To obtain the form by phone via USAJOBS, follow these steps:

- 1. Call USAJOBS by Phone at (478)757-3000
- 2. After the introductory message, press 1 to begin
- 3. At the main menu, select 3 to request forms and then 1 to begin recording
- 4. At the prompt, enter your zip code
- 5. At the next prompt, ask for Form C (OPM Form 1203-FX)
- 6. At the next prompt, record your name, address and telephone number
- 7. The system will allow you to review and change your request, address and telephone. When you are ready,

To complete the paper Form C, follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire." Be sure to enter your Social Security Number and the Vacancy Identification Number [WA119004](#) at the top of each of the six pages of the form.

Mail the completed Form C to us at the address listed in the paragraph "How to Submit your Resume and Other Application Materials" above.

**ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.**